

Activity Overview:

One of the most valuable tools in Word is the spell check tool. Unfortunately, many users rely on this tool to find misspelled words without realizing that a word may be spelled correctly, but not be grammatically correct in the sentence. For example, spell check will not find the following mistake: "I no what you are thinking." Two words that sound the same, but are spelled differently, are called homonyms. In this case, the word "no" is not used correctly, and should be replaced with "know."

In this activity, you will use your proofreading skills to find a series of words that are not grammatically correct.

New Skills Reinforced:

In this activity, you will practice how to:

1. **Manually proofread for grammatical and spelling errors**

Instructions:

1. Carefully read the letter shown in figure 10-1 and locate the words which are used incorrectly. Hint: there are 25 of them.
2. Open a NEW blank Word document.
3. Insert a header: Name Homonyms Date
4. Starting on the first line of the document, type a list of the words used incorrectly, separating each by hitting the ENTER key. Next to each incorrectly used word, type the correct word, separating the two words by a comma. Example: no, know.
5. Number the list, using the auto numbering feature.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Submit the document to Mrs. Cousar by email with the subject line: Homonyms ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)

Figure 10-1

100 Main Street
Anytown, BC V1X 2Y3
November 21, 2013

Elizabeth Cousar
Abbotsford Traditional Secondary School
2272 Windsor Street
Abbotsford, BC V2T 6M1

Dear Elizabeth:

Here is a typical block style business letter. There are many mistakes in this letter. Most will not be found when using spell check. So you may ask, "How do I find them all?"

Of course you are allowed to use spell check, but I expect that you will read each document carefully before handing it in. Most of the time you will not know just how many errors you have placed in the document. There could be five, ten, or even twenty. Be sure to actually read your documents before printing them. Your skills in finding grammatical errors will improve greatly as a result of exercises such as this. For each assignment you create, follow these steps. First, type the assignment. Next, run spell check. Lastly, read the document looking for grammatical errors. Simple as these will have a great effect on your grade. Just take your time to look for a needle in the haystack of words.

Homonyms are words that are pronounced the same but have different meanings and spellings. Each document must be spell checked but something more also needs to be done. If you only spell check, many errors will be missed.

Sincerely,

Ms. Turner,
Business Teacher